

## Understanding Your Pay Statement

You can expect to receive an itemized pay statement with every payment of wages, commissions, or salary. We are providing the following information to ensure you understand the information on your itemized pay statement. Please reach out to Teresa Kelly, Payroll & Benefits Specialist (541)863-3115 ext. 56013 with any questions you may have.

### Pay period: Licensed Staff

Semi-monthly (1<sup>st</sup> through the 15<sup>th</sup> and the 16<sup>th</sup> through the end of the month)

Paydays are the 10<sup>th</sup> and the 25<sup>th</sup> (If that day falls on a weekend or holiday, payday will fall on the previous business day.)

Pay period Distribution: Annual salary divided by 24 payrolls (6 checks issued in June for summer pay)

### Pay Period: Classified, Administrative, Supervisory and Confidential

Monthly (1<sup>st</sup> through the end of the month)

Paydays are the 10<sup>th</sup> of the month for hours worked in prior month (If that day falls on a weekend or holiday, payday will fall on the previous business day.)

\*Workweek for purposes of overtime (if applicable): 12:00 am on Monday through 11:59 pm on Sunday

### Types of pay may include:

Hourly (H)

Salary (S)

### Employer Paid

#### Benefits:

Pers (PU; UAL; OPSRP; TIER 1 &2)

Paid Leave Oregon (OR PFML)

Health Savings Account (HSA)

Medical, Dental, Vision, Life/AD&D Insurance (INS\_)

#### Taxes:

Medicare-Social Security (FICA)

Oregon Worker Comp Insurance (SAIF)

Oregon Worker Benefit Fund (WC)

### Employee Deductions

#### Benefits:

Long Term Disability (LTD)

Medical, Dental, Vision Insurance (INS)

Retirement (TSA, ROTH, DEF COMP)

Health Savings Account (HSA EE)

Voluntary Deductions (AM FID PREM, PERS IAP Voluntary Contributions, INS\_OPTL AD&D)

#### Taxes:

Medicare-Social Security (FICA)

Federal Income Tax (FED W/H)

Oregon State Income Tax (STATE W/H)

Oregon Statewide Transit Tax (ORSTT)

Oregon Worker Benefit Fund (WC)

#### Other Deductions:

Charitable Donation (UNITED WAY, SU SCHOOL FOUNDATION)

Union Dues (DUES, DD\_DUES\_LOCAL)

Garnishments (GARNISH)

Payment to District for Mealtime Balances, Fingerprint Costs, Tuition Repayment (MISC DED)